

CENTRAL MAINE CHRISTIAN ACADEMY

390 Main Street
Lewiston, Maine
207.777.0007
www.CentralMaineChristianAcademy.org



STUDENT HANDBOOK

TEACH A CHILD TO CHOOSE THE RIGHT PATH... PROVERBS 22:6

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Articles from Home: Magazine, sports cards, toy items, candy items, soft drinks and other articles, outside of learning materials, need to be left home unless otherwise advised. These can be a deterrent to the learning environment. No clear forms of abuse will be tolerated in or out of the school such as the use of drugs, tobacco, or alcoholic beverages. Students that are found involved in these abuses will be removed from the school's enrollment.

NONDISCRIMINATION POLICY

The Central Maine Christian Academy admits students and employees of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to other students and employees at the school. It does not discriminate on the bases of race, color, national and ethnic origin in the administration of its educational policies, admission policies, any scholarship and loan programs, and athletic or other school-administered programs, Central Maine Christian Academy does reserve the right to discriminate on the basis of religious beliefs in the staff member's or student's beliefs cause discord and are not harmonious with the school's Statement of Faith.

Ahera Annual Notification

Central Maine Christian Academy

To Parents, Students, Staff and Other Building Occupants:

Central Maine Christian Academy has been inspected for the presence of asbestos containing materials. A written plan for the management of these materials has been developed. This plan is available for inspection in the school office, at 390 Main Street, Lewiston, Maine, during regular school hours. Copies may be made on request at a cost of 25 cents per page.

Sincerely,

David St. Hilaire

LEA Asbestos Coordinator

Central Maine Christian Academy's Sports Goals:

Our teams, coaches and spectators are to be a light in the community. It is a privilege to be a part of an athletic team and to represent CMCA to other schools.

- Learn positive values from competition
- Learn to be leaders and role models
- Display exemplary sportsmanship from players and fans
- Set and maintain high standards of behavior on and off the court

SPECIAL CONSIDERATION FOR STUDENTS IN GRADES 8–12

Dress Code Policies: All dresses and skirts need to be worn at a modest length, no higher than a short distance above the knee level. Tank, scoop neck or v-neck sweaters, sheer tops or blouses, skorts, stretch pants including jeans, bizarre styles, fads, emblems, pins and inappropriately styled earrings will not be accepted. Clothes for swim wear and physical education activities must be modest for both boys and girls. T-shirts and jeans must be neat (without patches or holes or torn hems, etc.) All t-shirts need to display Christian mottoes, verses, sports, characters and other designs that are in good taste. No t-shirts will be allowed that display rock group members, alcoholic beverages, inappropriate sayings or characters. Hats will not be worn in the school building. The staff and administration will make final judgment on inappropriate attire. Hair length for boys must be at or above the collar with bangs and sides neatly trimmed. No hair fads will be allowed. Other dress code issues are outlined in the Student Standards Hand-outs.

Electronic Devices: No musical tapes, cassette, CD, MP3 players, and/or cellular phones will be allowed in the school building or on the school grounds unless prior permission has been obtained from the administration. Any of these articles that are found will be confiscated and returned to the parents of the student following a conference. Subsequent breaking of this policy will lead to the student's removal from the school until appropriate measures have been taken.

Respect for Authority and Other Students: Profanity or disrespectful remarks concerning teachers, staff or other students will not be tolerated, as well as any aggressive actions, either physically or verbally, towards another student or school personnel. Knives and other articles deemed harmful to the student or his classmates will be confiscated as they are not permitted on school grounds or in the school building. Any student unable to respect the staff or other school students will be asked to leave the school, with parents contacted. Parents will be responsible for disciplining the student for his actions.

Boy/Girl Relationships: Central Maine Christian Academy endeavors to assist parents by encouraging each student to participate in school work and activities as "unto the Lord" and to strive for excellence. Boy/Girl relationships that are more than casual friendship in a boy/girl relationship will be reported by staff to the parents of the students involved. Parents will be expected to counsel their child effectively and put a hold on the relationship. The school will hold both parents and students involved accountable for dealing with the situation in a Biblical manner, while using Biblical guidelines otherwise the students will be placed on probation or dismissed from enrolment in the Academy. It is the goal of the Academy to work with both students and parents in a loving way, but all students will be expected to develop self-control in conduct and sexual purity.

STATEMENT OF FAITH

We Believe the Bible to be the Inspired, the only infallible, authoritative, inerrant Word of God. (II Peter 1:25, II Timothy 3:15)

We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit. (Gen. 1:1, Matt. 28:19, John 10:30)

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matt. 1:23, Luke 1:35); His sinless life (Heb. 4:15); His miracles (John 2:11); His vicarious and atoning death (I Cor. 15:3, Eph. 1:7, Heb. 2:9); His resurrection (John 11:25, I Cor. 15:4); His ascension to the right hand of the father (Mark 16:19); His personal return in power and glory (Acts 1:11, Rev. 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit because of the exceeding sinfulness of human nature; and the men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-John 5:24, Romans 3:23, Romans 5:8-9, Eph. 2:8-10, Titus 3:5).

We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life; and that they are lost unto the resurrection of damnation. (John 5:28-29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom. 8:9, I Cor. 12:12-13, Gal. 3:26-28)

We believe in the Holy Spirit and His indwelling each believer, enabling the believer to live a godly life, that the Christian's good works are evidence of his sincere relationship to God, in Christ, as inspired by the Holy Spirit, to be an example to the world. (Rom. 8:13-15, I Cor. 3:16, 6:19-20, Eph. 4:30, 5:18)

We believe in the Bible being the final authority in all matters of doctrine and deed, and that the standards for morality and behavior must come from God, rather than from an unbelieving world. (Eph. 4:17-20). From this belief come to the following convictions:

1. To teach students Biblical views of dating, marriage, and family; that except for those who have been given God's gift of singleness, it is God's desire for young men and women to date in purity and chastity, maintaining abstinence until after marriage, and that marriage is to be lived out as a symbol of the spiritual relationship between Christ and His church (I Thes. 4:1-7, I Tim. 4:12, Eph. 5:22-23), and to teach the sanctity of human life upon conception (Psalm 139) and that homosexuality, premarital, and extramarital relationships are not acceptable lifestyles. (I Cor. 6)
2. To teach students that God sets high standards for a thought life because thought may lead to actions. We endeavor to employ critical thinking based upon Biblical criteria for evaluation in music, artwork, fashions, literature, and media visual/audio entertainment, and to show how each can impact a thought life that can either build up or hinder a closer relationship with God and growth as a Christian. (II Cor. 10:4,5, Eph. 4:17, Phil. 4:18)

Central Maine Christian Academy Goals

EDUCATIONAL PHILOSOPHY

At Central Maine Christian Academy, students discover more about themselves and the world that God has created around them. Educational Philosophy is as follows: Students can only do this by being born again through receiving Jesus Christ as Savior and Lord. They have developed and are related to God as a whole person, spiritually, mentally, physically, emotionally and socially. For this reason, the curriculum offers traditional learning in an activity centered environment. The activities allow students to explore a skill on their own, while group activities encourage them to associate with their peers and share in the responsibilities of group living. Students are taught to see all truth as God's truth and to integrate it and interpret it with God's Word. Because the family is so much a part of the student's life, as ordained by God Central Maine Christian Academy is a place for family involvement. The student and family become partners in education and experience growth together.

CORPORATE GOALS

1. To teach students an understanding of and an appreciation for God's world and their role in this environment; to subdue, use and preserve it properly. (Ps. 8:6, Heb. 2:6-8)
2. To provide opportunities for the students to confess Christ as Savior and Lord. (Rom. 10:9-10)
3. To provide opportunities for students to glorify God with their God-given abilities and gifts. (Prov. 22:6, I Cor. 12:6)
4. To help students develop their self image as unique individuals created in the image of God and to attain their full potential. (Ps 139:13-19)
5. To teach students to treat others with love and respect and to become contributing members of society by realizing their need to serve others. (Phil. 2:4, Gal. 5:13)
6. To help students to develop a Christian world view by integrating life and all studies with the Bible. (II Peter 1:3)
7. To teach students how to study God's Word and memorize it. (Ps. 119:11, II Tim. 2:10)
8. To challenge non-Christian parents with the saving knowledge of the Lord Jesus Christ and to aid families in developing Christ centered homes through gentle persuasion and life-style evangelism. (II Tim. 2:25,26)
9. To encourage parents to realize and shoulder their responsibility for the education of their children. (Deat. 6:6,7)
10. To teach students to become Christ's ambassador to an unbelieving world. (II Cor. 5:20)

SPORT/EXTRACURRICULAR ACTIVITIES

To participate in an extracurricular activity, a student must be in attendance at school for the entire day of the activity, except for verified medical appointments.

Any students with a quarter grade average below 80% will be ineligible to participate for the remainder of the quarter. The student will be required to participate in practice sessions during this time.

Student behavior must be in compliance with school policy, the School Handbook, and with public laws. Repeated referrals of a student may be sufficient reason for declaring a student ineligible to participate in extracurricular activities. A serious breach of good conduct may result in suspension from the activities program for the remainder of the year.

The goals of the sports and extracurricular activities are to help develop the Christian character of our students, to offer the opportunity to be an effective witness of the transforming power of Christ to participants, and students, with whom we compete, to maintain and develop quality programs; and to have maximum student participation. Students and parents must sign the Christian Athletic forms and pay an athletic fee to participate.

GOOD SPORTSMANSHIP

Central Maine Christian Academy promotes good sportsmanship. It is important that all students, faculty, staff and parents present a Christian witness of exemplary behavior at all extracurricular activities. We ask that all involved observe the following:

Acceptable Behavior: Portray words and actions that show respect to both teams, coaches, and fans. Show respect for authority. Accept all decisions of the coaches and officials. Applaud during the introduction of all players, coaches and officials. Players and spectators shall show no animosity towards the other team at any time. Shake hands with an opponent who fouls out. Central Maine Christian Academy fans should recognize a player's performance regardless of the team. After the contest there should be handshakes between participants and coaches regardless of the outcome.

Spectators will lead the fans in positive cheers in a manner which will glorify Christ.

Everyone should show concern for an injured player, regardless of whose team they represent.

Positive behavior will be encouraged by each participant, coach, and spectator.

Unacceptable Behavior:

- Booming of officials, players, coaches or spectators.
- Destructive criticism of any kind.
- Yelling or waving arms during an opponent's free throw attempt.
- Any behavior to antagonize or distract an opponent.
- Any use of profanity or display of anger from participants, coaches or spectators.
- Blaming the loss of the game on the officials, coaches or players.

private, without giving to gossip. In the vent of any slander, those responsible may lose the privilege of enrollment or position in the Academy.

Addressing Disagreement: If we follow Christ's example for settling differences, our approach to solving problems will include a humble attitude, a servant's heart, a teachable spirit, an attitude of reconciliation, and a strong desire to live at peace with all.

Even with the best of intentions, some disagreements may occur. In such cases, Matthew 18:15-17 and other Scriptures require Christians to take proper steps in resolving differences. In the context of a school organization, steps to be followed are:

1. Go directly to the person involved, discuss and pray about the matter together.
2. If the disagreement cannot be resolved, then go together to the next high authority in the chain of command (e.g., if the matter involves a teacher, go first to the teacher, then to the Principal.)
3. Ultimately, if the matter cannot be resolved, al come together to reconcile using the ACSI Reconciliation Agreement guidelines.

In all cases, all parties should:

1. Maintain a positive attitude.
2. Refrain from gossiping or discussing the situation with others who are not involved; this only sews seeds of discord.
3. Give a "good report" at all times, refraining from being critical or judgmental.

Behavior Management: One purpose of Central Maine Christian Academy is to provide a complete and wholesome education with emphasis in moral and Christian training. Effective instruction in these areas requires good order, discipline, and respect. All students need a safe place where they can be themselves learn to understand themselves, and take important steps toward a positive life position. They need to learn that they are important, listened to and cared for; and in learning this, they are able to extend themselves in responsible and loving ways. A safe school environment promotes constructive learning and helps develop responsibility, morality and respect.

While enrollment at Central Maine Christian Academy is a privilege, each student who is enrolled has a basic right to the best education and training afforded by the school. Central Maine Christian Academy subscribes to a behavior management plan that rewards behavior exemplifying the mission of the school and, at the same time, initiates consequences for behavior considered inappropriate. Incentives are planned every three to four weeks to reward those students who have shown good work habits and have their studies up to date. A tally system helps students and parents to know the areas that need to show improvement for students to become involved in the incentive activities. Study halls are also incorporated into the school day, or after school, at the discretion of the staff, to assist students with keeping up with their studies.

11. To teach students to make decisions and understand the consequences of them by learning to develop the mindset of Christ toward godliness. (Phil.2:5)
12. To teach students to express emotions in an acceptable manner by developing self-discipline and responsibility from God's perspective, (I Cor. 9:24-27)
13. To teach students to become familiar with reading, writing, and math skills and to be able to apply them to everyday experiences. (II Cor. 5:20)
14. To help students become aware of Christian values and character qualities and to provide opportunities for students to become familiar with reading, writing, and math skills and to be able to apply them to everyday experiences. (II Cor. 5:20)
15. To help students improve motor-control, coordination, and stamina through physical activities and good health habits that will encourage wise use of the body as the Temple of God. (I Cor. 6:19,20)
16. To teach students to express creativity and curiosity in the areas of the arts, music and sciences, and to produce works that are for the Lord's glory, as well as personally satisfying. (I Cor. 10:31)
17. To teach students to express an appreciation for our country's history and geography, and to disply patriotism towards our country, as well as learn of other lands. (Rom. 12:1-7)

STATE OF ASSOCIATION

Central Maine Christian Academy is incorporated as a private school. The curriculum has been chosen to serve families inter-denominationally: students attend from various religious backgrounds while fully understanding the Academy's philosophy and goals. The elementary school (K-8) of the Academy is a state approved school and will try to remain in full approval unless the legislature enactments threaten to jeopardize any part of the school's programs. The Christian Academy Board is the governing board of the school. It is made up of parents and associates of the school.

FEES

Registration Fees: Information on registration fees and tuition fees are available upon request. All registration and tuition fees are non-refundable.

Field Trip Fees: Field trips are sometimes a part of the curriculum. Any field trip fees and expenses are paid by the parents.

Physical Education and Sports Fees: Because the Central Maine Christian Academy does not have immediate access to a gymnasium for physical education purposes, community resources are sometimes used for required physical education activities for all students. If students have a medical condition that accuses the inability to participate in this program, a medical exemption must be written and signed by a duly licensed physician. This information will be

kept in the students records. Outside of school physical education activities are to be paid by parents at the time of participation in the program.

Achievement Testing Fees: All students enrolled in the Central Maine Christian Academy take the Stanford Achievement tests at their perspective levels. A fee for each student, payable by September 15, or upon registration, is charged to assist in the payment of the tests and the scoring process.

Stanford Achievement tests are administered in the spring of each school year at all grade levels. This provides both parents/guardians and teachers with an evaluation of the student's general achievements, strengths, and weaknesses. At CMCA, achievement tests are used as a tool in meeting each student's individual needs, in determining how the school is meeting its goals, and in class placements for the following year. Attendance is vital during these testing days. Students should be encouraged and well-rested during this time, and parents should pray with students prior to each day.

Grades 10 & 11 – PSAT/NMSQT – Fall: This test is required for all students. Top percentile scorers will become National Merit Semi-finalists and may receive a college scholarship.

ACT or SAT: all 11th and 12th Graders are encouraged to take either the ACT or the SAT. Information packages are made available from the teachers. All colleges require one of these for admission. (National test dates are set up five times during the year.)

Lunch Program Fees: Because the Central Maine Christian Academy does not have a kitchen facility to serve lunch to its students, at certain days during the week, a selection of foods are ordered from a local pizza/hot sandwich shop. Students are given menus in advance for parents' help in selection of the foods. Parents are held responsible for payment of the foods when ordered.

Additional Late Charges: Parents whose children remain past the regular school day in excess of 15 minutes, besides for study hall or scheduled school activities, or whose children arrive at the Academy more than 15 minutes before the school day, will be charged a fee.

HOURS OF PROGRAMS

Preschool: 7:45 - 11:30 Mon. and Wed.

Kindergarten: 7:45 - 3:00 Mon. – Thurs.

1st grade and up: 7:45 - 3:00 Mon. – Thurs.

Make-up days, snow days, or other make-up days will be held on Fridays or as needed.

SNACK, LUNCH, AND ARTICLES FROM HOME

Students must supply their own snacks for the morning and afternoon breaks. All students staying through lunchtime must provide their own bag lunch and drink. No students is allowed to bring candy items, soft drinks, or heavily sweetened foods for their snack or lunch as these items have been found to cause student inability to concentrate and other learning difficulties. Fruits, cheeses, vegetables,

2. Apology (either written or verbal) from the student to the injured party with forgiveness and restoration.
3. If the conflict continues and action is repeated, the student will lose some or all of one recess period.
4. If the conflict still exists or action is again repeated, parents will be contacted by the teacher or administrator and will be asked to work with the teacher on solving the conflict.
5. If the conflict cannot be resolved during the school session, the parent will be asked to remove the child from school, and keep the student home for a number of days until the student agrees to cooperate. The parents will be held responsible for seeing that their child completes all school work correctly at home during this time.
6. The returning child will be place on probation so that tin the event that, if the conflict remains and parents are asked to remove the child permanently from the Academy, another child waiting to become a student may be enrolled.

Delinquent behavior or a record of disrespect to authority will automatically eliminate the perspective student because of the spiritual needs of those students already enrolled in the Academy. Families must be in complete agreement with the Academy's Statement of Faith, Educational Philosophy, and the Corporate Goals, as well as the other policies and procedures outline in the Academy's Handbook so that both the school's environment and that of the home will complement each other.

We endeavor to remain a family-oriented, home-style school. We welcome parent participation in all programs. We strive to provide an environment that will encourage each family to grow in the following ways:

- As parents become volunteers in different aspects of the school program, they will better understand their own child from observing and watching him grow in different settings outside of the home.
- As parents carry out school activities and homework assignments wit their child, they will better understand their God-given responsibilities for their child's growth.
- As parents become aware of Christian and other parenting resources available, they will develop their own guidelines for effectively disciplining and loving their child.
- As both parents and teachers work together as partners, they will develop mutual friendship, respect, and support.
- As families become involved together in school programs, they will initiate their own opportunities for fellowship and friendship.

POLICY OF PRIVACY/ADDRESSING DISAGREEMENT

If situations arise between parents and teachers or administrators of the Academy that need restoration, all involved must endeavor to go directly to the parties and strive to correct situation through open communication and cooperation, all endeavoring to speak words that give grace to those who hear them. Those involved will be held responsible for keeping all such matters

Parent's support in helping your student to improve is imperative. The following are methods that are recommended by the staff to assist your student to improve academically.

1. Committing to set aside time each day to review skills with the student to promote positive academic growth and to encourage the student to complete all assigned homework.
2. Making sure your student stays organized by using an assignment pad and/or folders for any work that needs to be done, or signed, and has to be passed on.
3. Checking with class schedules and school staff daily or as needed to be sure that assignments are completed on time.
4. Having the students stay for after-school study halls.
5. Having a tutor work with the student once or twice weekly for on-on-one assistance. Putting extra-curricular activities on hold, until school work is brought up to passing standards.
6. Scheduling an evaluation with the pupil evaluation team (PET) to see if your student has specific learning needs to overcome before success can be achieved. The outcome will determine if CMCA has the right program to meet the academic needs.
7. Spending time daily in prayer and Bible study with the student concerning the academic situation asking the Lord for wisdom diligence, and help in meeting academic requirements.
8. Spending time daily in prayer and Bible study with the student concerning the academic situation, asking the Lord for wisdom, diligence, and help in meeting academic requirements.

When conflicts develop, it is the goal of the Academy to work with both parents and students lovingly. The administration desired to work in cooperation with the parents and will hold the parents responsible for their part in this joint effort. Students will be expected to develop self-control in areas of personal cleanliness, neatness, sexual purity, speech, conduct toward others, respect for authority, and respect for the property of others. The academy will assist parents with encouraging each student to participate in school work and activities as "unto the Lord" and to strive for excellence in Christ in all that they do. For these reasons, no clear forms of abuse will be tolerated in or out of school such as the use of alcohol, tobacco or drugs. Profanity or disrespectful remarks concerning teachers or students will also not be tolerated, as well as any deemed aggressive actions toward others. Parents will be contacted and will be responsible for removing their child from the school land disciplining them for any of these actions or others judged by the administration that warrant parental discipline. Any abuse of the school's physical property, other students' physical property, or any other the staff's property that is incurred by the student will be paid for by the student or his parents. The parents will held responsible for compensation or restoration or what the student has destroyed, any textbooks that are destroyed or lost will also be replaced by parents.

Discipline measures at the Academy consist of:

1. Prayer with the student concerning the correction.

juices and milk make nutritious snacks. Please make sure all perishable items are in cold-packed containers.

Articles, besides food stuff, sent from home, i.e. toys, etc. can be a deterrent to learning in the classroom. Unless otherwise notified, we advise that toys and other personal articles be left at home.

SCHOOL SUPPLIES AND HOMEWORK

Students are to supply their own notebooks, notebook paper, pencils, erasers, rulers, crayons, glue, construction paper in assorted colors, and other supplies necessary for art activities. Teachers may also have additional lists of class supplies. Parents are responsible to keep each student adequately supplies with these items during the school year. All items should be labeled with the student's name. If a student is remiss in these supplies and needs to "borrow" from the Academy's supply closet, parents will be charged for the supplies "borrowed".

Homework is assigned in spelling at all grade levels. Weekly lists are sent home for students to study daily with parents. Students in first grade and up will have pre-announced weekly quizzes and test in their subject areas that they will especially need their parent's assistance to drill and study for, as the student's outcome on these quizzes and tests will affect his grade for the ranking period at least 50%. Parents are held responsible to see that their child learns the materials that the students will be tested on.

Parents will also be responsible for their child's completion of any assigned homework. Failure of a student to do his homework assignments or scoring below 80% on more than two quizzes in one of his subjects will mean a parent-teacher consultation.

ENROLLMENT PROCEDURES (SCREENING PROCESS)

Priority registration for re-enrollment of current students and their family members begins in March. Half of the registration fee is due by March 31. Total registration fees for re-enrollment must be paid by April 30, or the place will be given to a new student. Open enrollment for new students begins April 1 with full registration fees paid by April 30. No students will be considered enrolled unless their registration fee is paid by April 30. Enrollment is open until staff and child ratios are filled for each program. All registration fees are non-refundable.

Because the Central Maine Christian Academy cannot meet the needs of all students, perspective students and parents must fill out the application forms, present the school with a copy of past educational records, meet with perspective teachers and administration, and take an entrance test to help determine if the school's programs will meet the student's needs. Consideration must be given to the spiritual and emotional needs of the students, as well as any behavior or learning problems that the Academy is not equipped to manage. Students who are married, pregnant, or have children will not be eligible for enrollment at CMCA.

ACCUMULATION OF CREDITS

An accumulation of at least 24 credits will be necessary for graduation. Credit is given only for courses that have a 70 grade average or above for the school year. The following requirements must be met:

Bible	4 credits
Math	3 credits
English	4 credits
Science	3 credits
Social Studies/History*	3 credits
Physical Education	1 credit
Foreign Language	2 credits
Fine Arts	1 credit
Health	1 credit
Computer	1 credit
Electives	3 credits

*Maine History must be documented besides these requirements.

**Students must also document at least 30 hours of community service.

No course may be dropped or added unless the student meets with the teacher and principal. The student's parents, principal, and the teachers involved must give permission for a schedule to be changes. Juniors and seniors are encouraged to take placement tests and CLEP tests at local colleges and enroll in early admission college courses for both high school and college credits while taking their other courses at Central Maine Christian Academy.

CLASS PLACEMENT

Sophomore	6 credits
Junior	12 credits
Senior	18 credits

<u>Grading Scale</u>		<u>GPA</u>	<u>Grading Scale</u>		<u>GPA</u>
100	A+	4.0	77.9 – 75	C	2.4
99.9 – 95	A	4.0	74.9 – 70	C-	2.0
94.9 – 90	A-	3.7	69.9 – 68	D+	1.5
89.9 – 88	B+	3.5	67.9 – 65	D	1.0
87.9 – 85	B	3.4	64.9 – 60	D-	.5
84.9 – 80	B-	3.0	59.9 – 0	F	0
79.9 – 78	C+	2.7			

Parents are responsible for the transportation of their children to and from school. Car pooling is recommended whenever possible. The Academy will not be responsible for students arriving more than 15 minutes after school is dismissed unless they are involved in a scheduled school event. Prior written approval must be submitted by parents to the teacher if the student is to be picked up by anyone other than the usual person, or if the student is planning to visit another student's home following dismissal. Students will not be allowed to make phone calls to parents from school concerning outside school activities. These arrangements must be made by the parents outside of school hours.

ACCIDENT INSURANCE AND LIABILITY WAIVER

Parents must sign the waiver against financial and personal claims, as well as the agreement to pay all legal fees induced by Central Maine Christian Academy and any facility or persons connected to them, in the event that legal issues concerning their child and the Academy arise.

This parental signature will also apply to absolving all persons connected with the Central Maine Christian Academy of being help responsible for liabilities beyond the extent covered by the limited medical payment policy held by the Academy and those people connected with it, in the event of student injury or illness. Parents must provide accident insurance of their own for their own children.

DRESS CODE AND CHAPEL

Chapel will be held every Wednesday. Girls are to wear dresses or skirts and blouses, while boys may wear corduroy or dress pants and dress shirts; not jeans or t-shirts. Chapel is the time of teaching students about the elements of church worship. It consists of the singing of hymns and praise songs, prayer, Bible study, and Bible memorization. Missionaries, pastors, and youth leaders from various area churches, who are in agreement with the school's Statement of Faith, are invited to speak at chapel.

PROBATIONARY PERIOD AND DISCIPLINE POLICIES

All new students entering the Academy are automatically placed on a probationary period to allow parents and teachers the time to determine if the Academy meets the needs of the students. The probationary period lasts for six weeks. If academic records or past behavior history of the new student warrants further assessment, the probationary period may be extended.

Any student will automatically be placed on a probationary period by the administrator if behavior, academic performance or class attendance, warrants the action. Parents will be informed of consideration of the probationary period before it is imposed.

The academic probationary period will extend up to four weeks, until the mid-quarter/report card evaluations. During this time, an ongoing review of the academic status of the student will be made by the staff and administrator. If a determined effort towards improvement is not evident during the first two weeks of probation, the student's enrollment will be terminated. If, at the end of the four week period, the student's overall average has not reached 80% or the subject(s) failed are not at a satisfactory level, the student will not be allowed to stay at Central Maine Christian Academy.

3. If meals are eaten during the trip, all drivers, students, faculty, staff and chaperones will eat at the designated places. All will be responsible for cleaning up after the meal as may be required.
4. If there is more than one official school vehicle on a trip, those vehicles will caravan together to and from the event and between segments of the event as much as possible.
5. All drivers must, upon request, provide the school with a copy of a valid driver's license, and provide proof of automobile insurance before arrangements are finalized.
6. The school reserves the right to inspect backpacks on all trips whenever deemed necessary without student/parent/guardian notification.

SCHOOL AUTOMOBILE POLICY

A student driving a car to school is a privilege, not a right. Parents and students are, therefore, asked to strictly observe the following regulations, or students' privileges will be in jeopardy.

1. Students are to vacate cars immediately upon arrival at school. Cars are not to be occupied during school hours, nor are students to sit in parked cars before or after school or during breaks in class schedules.
2. The speed limit in the parking lot is 5 mph for all drivers.
3. Cars are to remain in one parking place all day unless permission has been granted to leave campus.
4. Chasing other vehicles or pedestrians, rapid starts and stops, spinning of tires, etc. are considered careless and erratic driving. Erratic driving observed on or off the school ground will be considered reason for revoking driving privileges.
5. Parents and students are not to drive or park on the grass. Cars need to be parked in spaces or in neat lines for dismissal.
6. Objects are not to be thrown or dropped from cars.
7. Students are not to move or tamper with any one else's vehicle.
8. Cars are not to be moved unless passengers are inside the car. After dismissal, cars are to move slowly and cautiously from parking area.
9. Cars are to be used as a means for transportation in a manner that will establish and maintain a Christ-like reputation for our school.
10. The school will not be held responsible when students choose to transport other students. No student will be allowed to transport other students to extra curricular activities.
11. One Way Traffic: enter from Main Street and turn right onto the playground, traveling slowly around the building to exit back onto Main Street.

Failure to abide by these rules may result in loss of permission to drive to school. Parents will also be held accountable for their driving habits in the playground parking area for safety reasons.

STAFF

Each member of the Academy's staff is a dedicated Christian, committed to Christian education. Most have served as volunteers at the school for a number of years. All desire to assist parents in teaching their children and believe each child to be a gift from God, nurtured for Him. The head teachers hold state teaching certificates.

CURRICULUM

The Academy has chosen to use primarily the materials published by Christian education companies, i.e., ABEKA, Rod and Staff, Alpha Omega, etc. These materials have been found to promote academic excellence and Christian characteristics into the student's life. When other curriculums outside of these are used, they are presented to the student from a Christian perspective. Older students have the opportunity to compare curriculums against the Word of God as they learn to discern truth.

PAYMENT POLICIES (FINANCIAL INFORMATION)

Payment for all programs may be made in check to Central Maine Christian Academy. Tuition fees are non-refundable. Monthly fees are due on the 15th of the month starting with June 15th on the 12 month plan or August 15th on the 10 month plan. A late fee of \$20 may be charged on accounts that are overdue and the student's enrollment in the Academy will be put on probation. Non-payment of tuition over 30 days will mean the cancellation of the student's enrollment in the Academy. Students graduating from Central Maine Christian Academy will not be allowed to participate in graduation until all tuition and book fees are paid in full. No returning student will be allowed to re-enroll for the following year until all tuition and book fees from the past school year have been paid in full.

ATTENDANCE REQUIREMENTS

A student will be expected to be consistent in his attendance. An attendance register will be kept for all children. All Academy students will be registered with the superintendent of schools from the public school system in which each student resides. The superintendent will also be informed of a pupil's expulsion, truancy, long-term or large amount of absences, or withdrawal reason for the absence. This must be presented to the teacher on the first day the student returns to the Academy following the absence. All notes will be kept on file in case of state review of those children having difficulty attending school. Those without reasonable cause will be dropped from the Academy's enrollment. The Academy will forward all student records to the other school in the event of a school closure or when requested to do so, in writing, by the other school.

Absences: In all cases of absence it is the responsibility of the parents/guardians to notify the school office to confirm the absence. A call should be placed between the hours of 8:00 and 10:00 a.m. that morning and a note sent to class when the student returns to school. It is the responsibility of the student or parents/guardians, to initiate the make-up work for each class missed. Upon request from the parents-guardians, the staff will gather the student's books and assignments to be picked up during periods of extended absences.

Elementary (K-6) students who are absent in excess of 12 days in 1 quarter may fail the grade. Junior High and High School students who are absent, excused or unexcused in excess of 12 days in a quarter may lose all or partial credit in the course of courses involved and possibly be dismissed. However, the student will be expected to audit the class for the remainder of the semester.

Extenuating circumstance will be considered on an individual basis.

Excused Absences: These are absences due to illness, doctor's appointment, or death in the family. The student has (s) school days for each day missed to make up the class assignments and activities. All assignments not completed on time will receive zero credit.

Advanced Notice Excused Absences: The parents/guardians are responsible for early notification for absences where prior planning could/should have taken place (non-school initiated). These absences should be limited to 5 days per year with special consideration given to extended family trips. Students will have the same number of school days as they were gone to make up homework and tests they have missed. All assignments not completed on time will receive zero credit.

Unexcused Absences: These are all absences which do not fall in the above 2 categories.

- First occurrence: Zero credit and in-school suspension for one day.
- Second occurrence: Three days suspension and zero credit for missed work.
- Third occurrence: Administrative review with possible expulsion.

Tardiness: Like absences, tardiness is a disruption, not only to the learning process, but to other members of the class. It is important to teach punctuality as an integral part of life. The student must learn to make appropriate adjustments in order to be assured of being at school on time.

Students are tardy if they are not in the classroom when the bell rings. Tardiness may be excused for inclement weather, car trouble, and/or illness with a written note from teacher, office or parent.

Parents will be contacted by the school for each unexcused tardy of the quarter. Students will receive one day of detention for their fourth unexcused tardy and for every successive unexcused tardy for the remainder of the quarter. Each quarter starts with a clean slate.

Physical Education and Recess: Physical education and outside play absences and excuses will be honored from a written parental request only if the child has been absent from school previous to the request. Permanent excuses must include a signed, date statement from the child's physician concerning the condition that prevents the child's participation. If habitual excuses are given for the child's participation, no excuse other than those validated by a physician will be accepted. All children are expected to participate in outside activities daily, unless very inclement weather exists. Proper outside dress is required. If dresses are worn to school, girls must bring slacks for changing into before going outside. Comfortable shoes must also be available for outside wear.

Illness: We believe that when a student is ill, he/she should remain home. When a child (present at school) does show signs of illness, the parents will be contacted to provide transportation home. Under no circumstance will we act as an infirmary for sick children and those who are discharged due to illness will not

be re-admitted until they are well. A doctor's statement may be required at the discretion of the administrator or teacher. Students requiring medication during the day shall receive these only on written order from a doctor and a dated request from a parent. All medication must be labeled with the student's name and brought to the attention of the teacher by the parent.

Holiday's or Storm Days: School holidays will be announced in advance through the newsletter or school calendar. School cancellations will occur during inclement weather when Lewiston/Auburn public schools are closed because of storm days. Closing of area schools will be heard over area radio and television stations.

AFTER SCHOOL BEHAVIOR AND POLICIES

At the dismissal of the bell, students are to quietly leave classrooms, getting their belongings from their lockers in an orderly fashion. They are to go out to the front exit of the building and straight to their vehicles. No students will be allowed to loiter on the stairs of outside area. There will be no rough housing or fooling around allowed. Students are to stay with parents and will be held accountable for following rules until they leave the school grounds. No student is allowed on the playground equipment after school. At 3:15, students who have not been picked up will return to their classrooms and parents will be charged a late fee of \$5.00 for every 15 minutes late.

RECORDS, CONFERENCES, AND REPORT CARDS

Student records will be kept in a locked file and held in strict confidence. Parents will have access to all of their child's records upon request. Informal student-teacher and parent-teacher conferences will be held whenever the parties feel it is necessary. Formal school conferences will be scheduled at the end of the first and fourth quarters. Report cards will be given out every nine weeks during the school year. They need to be reviewed by parents, signed and returned to school as soon as possible. The teachers will be available to answer any concerns.

EXTRACURRICULAR ACTIVITY TRAVEL GUIDELINES

The following guidelines apply for all extracurricular activity trips. In addition, normal school rules are in effect for all participants, coaches, faculty, staff, chaperones and any parents/guardians who officially accompany any trip. The school will make every effort to represent Christ at all times.

Transportation

1. Before starting out in a vehicle, whether leaving from school or from an event, the group should pause and pray.
2. The school will make arrangements for transportation for all extracurricular activities. A student will ride to an event in the designation manner. Riding together as a group allows students and staff to better concentrate on the activity ahead. If the school specifically requests a parent to use a personal vehicle, all arrangements will still be made by the school. Parents will be held accountable for their student's behavior during the trip. No student will be allowed to transport other students to an extracurricular activity.